



County of Los Angeles  
**CHIEF ADMINISTRATIVE OFFICE**

713 KENNETH HAHN HALL OF ADMINISTRATION • LOS ANGELES, CALIFORNIA 90012  
(213) 974-1101  
<http://cao.co.la.ca.us>

DAVID E. JANSSEN  
Chief Administrative Officer

June 2, 2006

To: Mayor Michael D. Antonovich  
Supervisor Gloria Molina  
Supervisor Yvonne B. Burke  
Supervisor Zev Yaroslavsky  
Supervisor Don Knabe  
From: David E. Janssen  
Chief Administrative Officer

Board of Supervisors  
GLORIA MOLINA  
First District

YVONNE B. BURKE  
Second District

ZEV YAROSLAVSKY  
Third District

DON KNABE  
Fourth District

MICHAEL D. ANTONOVICH  
Fifth District

**STATUS REPORT - BOARD ORDERS OF FEBRUARY 28, 2006 AND MAY 2, 2006  
REGARDING CONFIDENTIAL RECORDS**

Over the past several months, there have been at least two reported incidents of potential security breaches relative to confidential employee records and client information maintained by County departments. As a result of these separate, but related incidents involving both hard copy documents and electronic files, your Board issued two directives as follows:

- On February 28, 2006, on motion of Supervisor Knabe, your Board instructed the Chief Administrative Office (CAO) to update the County Policy Manual to specifically address appropriate securing and prompt disposal of confidential records, papers, or documents, and ensure that all County departments come into compliance.
- On May 2, 2006, at the suggestion of Supervisor Burke and on motion of Supervisor Knabe, your Board, among related instructions, directed the CAO, the Chief Information Officer (CIO), and the Directors of Personnel and Consumer Affairs to review existing County policies pertaining to the storage and portability of confidential employment records in order to assess the potential for breach and/or unauthorized use. Additionally, the CIO, Auditor-Controller, and Directors of Community and Senior Services, Consumer Affairs, and Personnel, with oversight by the CAO, were directed to report back with recommendations to improve the security of confidential employee (and other individual) records.

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On May 18, 2006, we met with the Audit Committee to review a proposed policy developed in response to the Board's directive of February 28, 2006. However, recognizing the sensitivity and the interrelationship of the two separate Board orders, the Audit Committee advised that a single coordinated and compatible set of policies should be developed for your Board's consideration relative to confidential records. These policies are currently being developed by the named departments, and it is our intention to ensure the compatibility of, and cross-reference where appropriate, proposed policies on these matters. The proposed policies will be resubmitted to the Audit Committee for review at their meeting of July 20, 2006; accordingly, final recommendations should be provided to your Board within 90 days.

Please let me know if you have any questions, or your staff may contact the County Records and Archives Coordinator, Linda Gibbs at (213) 974-1319 or [lgibbs@cao.co.la.ca.us](mailto:lgibbs@cao.co.la.ca.us).

DEJ:MKZ  
LGG:os

c: Executive Officer, Board of Supervisors  
Auditor-Controller  
County Counsel  
Chief Information Officer  
Director of Community and Senior Services  
Director of Consumer Affairs  
Director of Personnel